Internship Description

Programme/Enterprise: Skills Development Programme (SDP)

Project/Unit: Technology for Development Unit

Application Deadline: 3rd November, 2022

Starting Date: 10th November, 2022

Duration: 3 months

Location: 8th Floor, Kaderia Tower(Opposite of BRAC Centre), J28/2B, Mohakhali, Dhaka 1212

Working Hours: 8:30 am - 5:00 pm

Programme/Enterprise Description

BRAC [Skills Development Programme](#) (SDP) promotes inclusive markets for disadvantaged people to be empowered and realize their potential.

Project/Unit Description

Technology for Development

The Technology for Development (T4D) team creates and deploys technology products that empower field staff with actionable insights and addresses labor market gaps. The team focuses on product development, business intelligence, and operations.

T4D builds products that decentralize the decision-making process and empowers field staff with actionable data and insight. All projects leverage TaroWorks and Salesforce for their field operations management. TaroWorks is the front-end app that is used to collect data and Salesforce is the platform on which the data analytics is conducted. Each project's data model is built based on the frontline field workers' daily workflow, which ensures that the operations management platform is owned and run by each projects' field operations team.

SDP is data-driven in its mission to get disadvantaged people into better jobs and promote an inclusive market. T4D mines data from the backend of every project to identify growth potential

and efficiency gains within the Programme. This enables project managers to optimize their field operations and prioritize areas that require more development.

Purpose of Internship (including learning outcomes)

The selected intern will work with the product development and business intelligence team. Their outputs will be:

- Write at least three blogs/technical reports based on the previous research conducted by the T4D and MEL team.
- Support in knowledge product development.

Intern's Responsibilities

- Prepare documentations and knowledge products for BRAC SDP's T4D team.

- Prepare video tutorials of the learning documents and require video editing expertise.

- Prompt support to versatile tasks provided for the requirements.

- Share the key insight from data analysis done by T4D Team to external stakeholders to increase the operational efficiency of the program.

- Understanding the existing projects and preparing lesson learned documents for relevant projects.

  -- Mandatory Safeguarding responsibilities for all BRAC employees --

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.

- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

<u>**Requirements**</u>

a) Educational Background
- Level: Fresh Graduates are highly encouraged.
- Subject: Any background from a reputed university.

b) Language Proficiency
- Bangla: Written & Spoken
- English: Written & Spoken

c) Knowledge/Skills/Competencies:
- Great documentation and writing skills, video editing skills, prompt participation in activities, problem solving attitude, analytical skills are mandatory.
- Highly self-motivated and directed.
- Keen attention to detail.
- Dedication to work and attitude to meet deadlines are a must.

d) Work/Volunteering Experience: Organizing or volunteering experience is an added bonus.